

Imperial College London

INTERNAL USER GUIDE

A Guide to the Congressionally Directed Medical Research Programs (CDMRP) Electronic Submission System (eReceipt)

A Quick Guide for registering for a CDMRP eReceipt User Account
CDMRP web page: <http://cdmrp.army.mil/>



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A Introduction

1. [The Office of Congressionally Directed Medical Research Programs](#) (CDMRP) is funded through the [Department of Defence](#) (DoD).



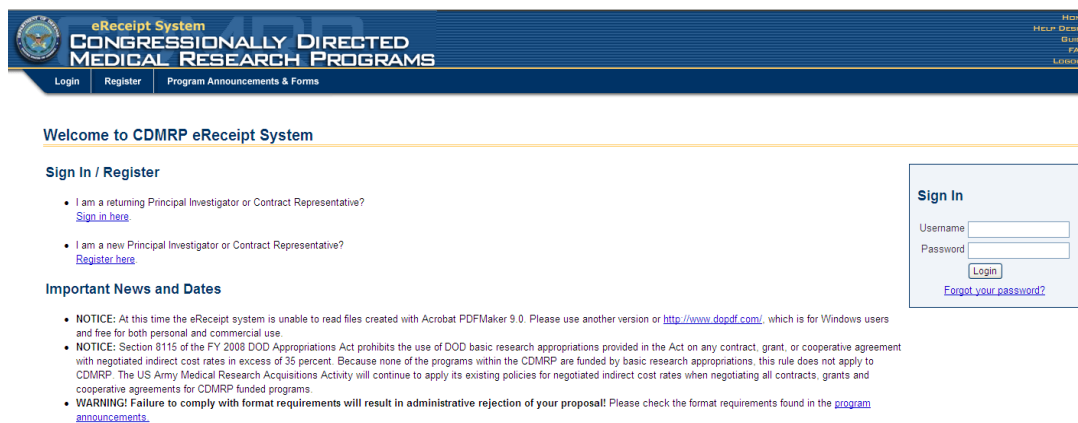
The office of the Congressionally Directed Medical Research Programs (CDMRP) manages Congressional Special Interest Medical Research Programs (CSI) encompassing breast, prostate, and ovarian cancers, neurofibromatosis, military health, and other specified areas. Since fiscal year 1992, the CDMRP has managed approximately over \$5.3 billion in Congressional appropriations for peer-reviewed research aimed to prevent, control, and cure disease. Through fiscal year 2008, approximately 9,400 awards have been made to advance health care solutions via extramural grants, contracts, and cooperative agreements.

2. You will not be able to use the eReceipt system unless you have a username and password.

- If you do not have an account, go to **Section B** (How to Register).
- If you have an account, use the Quick Guide for Applicants applying for funding (contact your local Research Services or see Imperial Research Support website).

B How to Register

1. Go to the CDMRP (eReceipt) website at: <https://cdmrp.org/>



2. Click on **Register here**.

3. The **Account Info** page will be displayed. Complete all the fields as required.

4. Scroll down the page to the **Contact Info** section. Complete all the fields as required. Please enter the EIN and DUNS Numbers as shown below.

5. Scroll down the page to the **Demographic Info** section. Complete all the fields as required.

Demographic Info

Gender* Male Female

Degrees

D.D.S.
 D.M.D.
 D.O.
 D.V.M.
 M.D.
 Ph.D.
 V.M.D.
 Other

Ethnicity

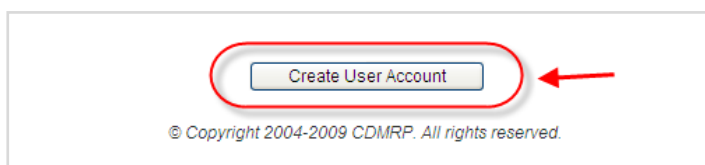
African American
 American Indian
 Alaska Native
 Asian
 Hispanic or Latino
 Native Hawaiian or Pacific Islander
 Caucasian
 Other

Military Affiliation

U.S. Military, Active
 U.S. Military, Retired
 U.S. Military, Reserve (Including National Guard)
 U.S. DOD Civilian Employee
 No U.S. Military Affiliation

Imperial College London has No U.S. Military Affiliation

6. Once you are satisfied that the details you have provided are correct, click on the **Create User Account** button to proceed.



7. When you have completed your eReceipt registration, the following page will be displayed.

eReceipt System
CONGRESSIONALLY DIRECTED MEDICAL RESEARCH PROGRAMS

My Profile | My Proposals | Program Announcements & Forms

Home > My Proposals

My Proposals

This tab allows you to manage your proposals or [start a new Pre-application](#) for those programs currently accepting Pre-application submissions.

Filter Proposal List

Show: Since FY: Since FY Only For FY FY: With Status of:
 Draft
 Pending Approval
 Approved or Submitted
 Deleted/Withdrawn

A filtered list of your proposals is displayed below. You can sort this list by clicking on any of the underlined table headings. To view all of your proposals, you may need to adjust the filters in the above table and press the "Refresh List" button.

Log No.	Title	Principal Investigator	Due Date	Status	Actions
You do not have any proposals matching this criteria. You may need to adjust the filtering options to show existing proposals submitted through the eReceipt system or start a new Pre-application for those programs currently accepting Pre-application submissions.					

* Pre-applications marked "past due" were not submitted by the deadline and can no longer be edited or submitted. We recommend that you delete pre-applications marked as "past due" in order to keep your list of active pre-applications manageable.

The eReceipt system does not generate any emails to confirm details of your registration.

If you have forgotten your password, follow the on-screen instructions to recover your profile details.

	<p>You will be able to amend the following:</p> <ul style="list-style-type: none"> • Review/Update Account Info tab; • Review/Update Demographics tab; • Review/Update Contact Information tab. <p>Applicants will be able to setup their user profile by selecting the <i>My Profile</i> link at the top-left portion of the page, and this information will be used to pre-fill most of the proposal fields in the <i>Proposal Contacts</i> section of the pre-application form.</p>
C	Help
	<p>Full guidance notes for the application process can be found, using this link: https://cdmrp.org/UserGuide.pdf</p> <p>If you experience any problems in completing your application, please contact the CDMRP team. For more information refer to the CDMRP “Contacts” web page. http://cdmrp.army.mil/contact.shtml</p> <p>The Congressionally Directed Medical Research Programs (CDMRP) is based at:</p> <p>U.S. Army Medical Research and Materiel Command ATTN: MCMR-ZB-C (** <i>Enter the Program Name here</i>) 1077 Patchel Street (Building 1077) Fort Detrick, Maryland (MD), 21702-5024 USA</p> <p>E-mail: cdmrp.pa@amedd.army.mil</p>